

# City of Glendale Annual Renewal Frequently Asked Questions

## Why the Annual License Renewal Process?

Pursuant to Arizona Revised Statute § 42-5005 and Glendale City Code, Section 21.1-330, a municipal privilege tax license is valid only for the calendar year in which it is issued.

## Why Do I Need to Fill Out the License Renewal Form?

Pursuant to A.R.S. § 42-5005, the State of Arizona Department of Revenue is required to collect municipal privilege tax license and renewal fees. However, the Department of Revenue and self-collecting Cities, which includes City of Glendale, have entered into an agreement related to the issuance and renewal of municipal privilege tax licenses. For calendar year 2016, self-collecting Cities will continue to renew their cities' privilege tax license. As part of the agreement, the Department of Revenue is asking the self-collecting Cities to obtain the following information during the renewal process:

- (a) Entity ID – EIN or SSN
- (b) Arizona State TPT License Number
- (c) License Type – TPT, Use tax, or City only
- (d) Type of LEGAL ENTITY – Sole Proprietorship, Corporation, etc.
- (e) Legal Business Name
- (f) Doing Business as Name – (DBA)
- (g) Mailing Address – Street, City, State, Zip Code
- (h) Physical Location(S) of Business – Data is required for each location – Street, City, State, Zip Code, County (Region Code)
- (i) Owners, Partners, Corporate Officers, Members – SSN, Title, % Owned, Complete Residence Address, and Phone Number for each individual listed.
- (j) Date Business Started
- (k) Date Sales Began
- (l) Business Codes

Please use black ink when filling out and signing the form.

## What if there are no changes or updates?

Even if you have no changes or updates, you must sign and return the License Renewal Form. The person signing the form shall be the sole owner, partner, corporate officer, managing member, or trustee, or other authorized representative. Please ensure the person signing the form is on page 2 of the License Renewal Form in the Ownership Information area, the Location of Tax Records area, or the Other Individuals area.

## What is EIN or SSN?

Your EIN is your employer identification number you obtained from the IRS or if you are a sole proprietor with no employees, your business identifier is your Social Security Number (SSN).

## What is AZ State TPT (Sales Tax) Number?

If you are required to file transaction privilege tax returns with the State of Arizona, this is your eight-digit number provided to you by the State of Arizona.

## What is Primary Business Class Code(s)?

Primary business class codes are pre-defined codes assigned to each business activity type. For example, if you are a Retailer, your primary business class code is 17 Retail Sales. These codes can be found on the [Combined Tax Rate Chart](#).

### **What is Location of Business or DBA (Doing Business As) Information?**

This is where you are conducting business. The Business Name is the name you are doing business as. The Business Start Date is the date your business started. The Liability Begin Date is the date your tax liability began or when your sales began.

### **What is Corporate or Legal Business Information?**

Legal Business Name is your legal business entity name.

### **Why is Page 2 of the License Renewal Form required?**

In order to keep your tax records and information confidential, your ownership information must be current. City of Glendale will be authorized to divulge your confidential taxpayer information only with the individuals you list on Page 2 of the License Renewal Form.

If you are a Sole Proprietor, list your information in the Ownership area.

If you are a Corporation, list principal officers and their information in the Ownership area.

If you are a Partnership, list all partners and their information in the Ownership area.

If you are a Limited Partnership (LP), list your general and limited partners and their information in the Ownership area.

If you are a Limited Liability Corporation (LLC), list all the members and their information in the Ownership area.

If you are a Limited Liability Partnership (LLP), list your limited partners and general partners, if applicable, in the Ownership area.

If you are a Trust, list the trustee or trustees and their information in the Ownership area.

**IMPORTANT** - If you wish to authorize other individuals to receive your confidential taxpayer information you must include their information in the Other Individuals area and/or in the Location of Tax Records area. If additional space is needed, please provide a separate page containing the information **and include your License Number on each page.**

### **Who Do I Contact for Additional Information?**

Address:

City of Glendale  
City Hall, First Floor  
5850 W Glendale Ave  
Glendale, AZ 85301

Phone:

623-930-3190 Office  
623-930-2186 Fax

Email:

[taxlic@glendaleaz.com](mailto:taxlic@glendaleaz.com)

Office Hours:

7:30 a.m. – 5 p.m.  
Monday through Friday  
(excluding City holidays)